

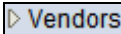



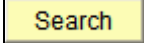


Navigating Within Pages User Procedure

Statewide Management, Accounting and Reporting Tool



Navigating Within Pages



Step	Action
1.	Begin by navigating to the Vendor Information search page. Click the Vendors link. 
2.	Click the Vendor Information link. 
3.	Click the Vendor link. 
4.	Click in the SetID field. 
5.	The SetID of "SOKID" defaults for tables that are shared across agencies. Enter the desired information into the SetID field. For this simulation, enter a valid value e.g. " SOKID ".
6.	Click the Search button. 
7.	For this simulation, click one of the links for the vendor named Stacy's Staplers and Supplies . Click the Stacy's Staplers and Supplies link.
8.	Below the universal navigation header sits the pagebar . The pagebar contains several links than can be used to help enter and view data in SMART.
9.	You can use the New Window link to open a new browser window in SMART. From this window, you can view or enter data on other pages in SMART. Note: Do not use your browser's File > New > Window feature to open a new window. There is special coding behind this link to create a new "session" within SMART.
10.	Click the Help link to launch the User Productivity Kit (UPK) support tool. This tool lets you: <ul style="list-style-type: none">• Watch a demonstration of navigation and data entry• Go through an interactive simulation• Use and print a step-by-step user procedure



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Step	Action
11.	<p>Components consist of one or more pages within the same window. They are usually related and need to be completed together.</p> <p>The Add/Update, Vendor component displayed above has six pages. To open another page of the component, click the corresponding folder tab at the top of the page.</p>
12.	<p>For this simulation, open the Identifying Information page.</p> <p>Click the Identifying Information tab.</p> <p>Identifying Information</p>
13.	<p>Some pages in SMART have sections that let you see more or less information on the page. Use the Expand section and Collapse section buttons to show and hide information on the page. For this simulation, expand the Additional ID Numbers section.</p> <p>Click the Expand section button.</p> <p></p>
14.	<p>You can now see the information within the Additional ID Numbers section. When you are finished viewing the information, click the Collapse section button.</p> <p>Click the Collapse section button.</p> <p></p>
15.	<p>When there is more than one section on a page, SMART provides the Expand all and Collapse All buttons to open and close all sections at one time.</p>
16.	<p>Click the Location tab.</p> <p>Location</p>
17.	<p>You can also click the hyperlinks at the bottom of the page instead of the folder tabs to move between pages of a component. For this simulation, go back to the Summary page.</p> <p>Click the Summary link.</p> <p>Summary</p>
18.	<p>Excellent! You have successfully completed the Navigating Within Pages topic.</p> <p>End of Procedure.</p>